



Maryland Department of Budget & Management

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Office of the Secretary

*ROBERT L. EHRLICH, JR.
Governor*

*MICHAEL S. STEELE
Lieutenant Governor*

*JAMES C. DIPAULA
Secretary*

MEMORANDUM

Date: October 30, 2003

To: Chief Financial Officers
Agency Personnel Officers

From: Neil Bergsman, Director of Budget Analysis

Re: Processing of MS-310 Forms

As enacted by the General Assembly, the budget bill for fiscal year 2004 included position abolitions related to Section 41 State-wide PIN cap and contractual cap reductions.

The following guidance is provided for the efficient processing of the MS-310's to abolish the positions:

- Agencies should submit vacant MS-310 form to John Pirro.
- Code the form for abolition with an effective date no later than November 28, 2003.
- If abolishing a shared PIN (A or B) or a part of a shared PIN, please send both MS-310 forms for the PIN as a separate batch so John Pirro can adjust the authorized percentage for the PIN.
- If the revised form increases or decreases the authorized percentage, please submit these forms as a separate batch.
- You may provide a signed cover memo listing the PIN numbers for abolition with each batch rather than signing each MS-310 form individually.

The attached chart shows the number of PIN's that each agency must abolish.

Please contact your DBM budget analyst if you have questions concerning this procedure.

Cc: John Pirro
OBA Budget Analysts